

中原大學外國學生在臺工作須知

一. 申請者須具備以下兩項條件：

1. 具中原大學學籍之外國學生(大學部及碩、博士班學生)。
2. 因學術研究、欲進行與本身課程相關之校外實習或經濟困難等因素，欲在校園內外兼職工作或實習者。

二. 應檢附文件與費用：

1. 蓋有當學期註冊章之學生證正反面影本
2. 有效護照之個人資料頁影本
3. 繳納新臺幣 100 元之審查費至「勞動部勞動力發展署」指定之帳號。詳細繳納方式與資訊，請參考第三點 - 「申請流程」。
4. 審查費收據

三. 申請流程

1. 請先登入「勞動部外國專業人員工作許可申辦網」工作證線上申辦網頁，網址：<https://ezwp.wda.gov.tw>。第一次申請者，請先申請帳號。
2. 進入網頁填妥個人申請資料、繳納審查費(審查費為:每人新臺幣 100 元整)，並上傳 pdf 檔案格式之以下文件：¹ 蓋有當學期註冊章之學生證正反面影本、² 護照影本，完成上傳並確認所填資料無誤後，即可線上將申請表件送至學校審核。
3. 審查費繳納方式分為 2 種，條列如下：
(一)**至郵局繳費**:申請人可至郵局劃撥審查費(每人新臺幣 100 元整)，劃撥戶名：**勞動部勞動力發展署聘僱許可收費專戶**，劃撥帳號：**19058848**。
(二)**ATM 繳費**:請先登入「勞動部外國專業人員工作許可申辦網」，完成個人資料填寫、上傳蓋有當學期註冊章之學生證正反面影本與護照之個人資料頁 → 在「審查費」欄位，選擇「ATM 繳費」，再點選「送學校審核並取得繳費序號」，即可取得 16 碼的「繳費序號」 → 點選「列印繳費序號」，印出繳費序號表單，並在規定時間內至實體 ATM 進行「繳費」。

四. 工作證許可相關規定：

1. 未依規定申請工作證者，即受聘僱為他人工作者，依就業服務法，處新臺幣 30,000 元~新臺幣 150,000 元之罰鍰。
2. 許可時效最長為 6 個月，第 1 學期申請者，許可期限最長可至次學期 3 月 31 日，第 2 學期申請者，許可期限最長可至同年的 9 月 30 日。
3. 學期間，每星期工作最長時數為 20 小時，寒暑假除外。
4. 未依規定工作者，勞動部勞動力發展署得依就業服務法廢止其工作許可。
5. 學生休學或退學，若工作證仍在有效期限內，應將工作證繳回學務處境外學生輔導組。

五. 校內申請工作證負責人員：林蕙柔老師 (hui.jou@cycu.edu.tw，03-265-2182，維澈大樓 3 樓-學務處境外學生輔導組)

六. 相關規定請洽「勞動部勞動力發展署」，聯絡資訊如下：

(一) 勞動力發展署：

- 網站:<http://www.wda.gov.tw/>
- 地址:新北市新莊區中平路 439 號南棟 4 樓
- 電話:(02) 8995-6000
- 服務時間:週一至週五 (上午 8:30~下午 12:30 / 下午 1:30~下午 5:30)

(二) 外國人申請業務服務時間：

- 時間:週一至週五 (上午 8:30~下午 5:30，受理親自送件)
- 地址:臺北市中正區中華路一段 39 號 10 樓

七. 相關法規：

(一) 雇主聘僱外國人許可及管理辦法：

<https://law.moj.gov.tw/LawClass/LawAll.aspx?PCode=N0090027>

(二) 就業服務法：

<https://law.moj.gov.tw/LawClass/LawAll.aspx?PCode=N0090001>

Applying for Work Permit in Taiwan

I. Eligibility:

- (I.) International degree student of CYCU. (Bachelor, Master and PhD)
- (II.) Due to economic difficulties, academic research or course-related internship, foreign students need to work or intern on/off-campus.

II. Required Documents and Examination Fee:

- (I.) 1 photocopy of valid passport (bio-data page only).
- (II.) 1 photocopy of both sides of student ID card with the latest registration stamp on it.
- (III.) Original receipt of examination fee (NT\$100/per person) from the post office.
- (IV.) Remitting examination fee (NT\$100/per person) to the account of the Workforce Development Agency. Details of payment methods and procedures will be addressed in the next section, that is, "Application Procedures".

III. Application Procedures:

- (I.) Login the EZ Work Permit Website: <http://ezwp.wda.gov.tw>. If you're first time applicant, please create an account first.
- (II.) Filling in the required information and upload the photocopy of both sides of student ID card with the latest registration stamp on it and the bio-data page of your passport in PDF file format.
- (III.) The Workforce Development Agency provides you with 2 types of payment method to remit the examination fees, NT\$100/per person.

A. By Post Office: Referring to the post office and remitting NT\$100 as examination fee to the **account number: 19058848, account name: Special Account for Employment Approval of Workforce Development Agency, Ministry of Labor.**

B. By ATM: If you choose to remit the examination fees through ATM, please follow the steps which are listed below:

- **Step1.** Login the EZ Work Permit Website (<http://ezwp.wda.gov.tw>).
- **Step2.** Filling in your personal information and uploading the photocopy of both sides of student ID card with the latest registration stamp on it and the bio-data page of your passport in PDF file format.
- **Step3.** In the section of "Examination Fee", tick the box of "Pay by ATM", and then click "Submitting work permit application to school and receive payment numbers".
- **Step4.** Once submitting the application form, you will receive 16-digit payment numbers and bank code. Please print that page out and take it to the ATM to fulfill the payment as soon as possible.

- (IV.) Confirming with Ms. Daisy after completing the online application.

IV. Rules and Regulations of Work Permit:

- (I.) The validity period of work permit is 6 months. For applicant making the application in 1st semester, the expiration date of the work permit shall not exceed 31ST March of the following

year. For applicant making the application in 2nd semester, the expiration date of the work permit shall not exceed 30th September of the year in which the application was made.

(II.) With the exception of summer and winter break, the maximum working hours shall not exceed 20 hours per week during academic terms.

(III.) For work permit holders who are against the regulations, the agency may revoke the work permit in accordance with the Employment Service Act. Further, for those who work for others without applying for work permit by regulations will be fined between NT\$30,000 ~ NT\$150,000 in accordance with the Employment Service Act.

(IV.) Students should return the work permit to International and Mainland Students Advising Division, if he/she drops out or is expelled from school.

I. Regulations:

(I.) Employment Services Act:

Website: <https://law.moj.gov.tw/ENG/LawClass/LawAll.aspx?pcode=N0090001>

(II.) Regulations on the Permission and Administration of the Employment of Foreign Workers

Website: <https://law.moj.gov.tw/ENG/LawClass/LawAll.aspx?pcode=N0090027>

II. Person In Charge of Work Permit Application On-campus:

(I.) International Students Advisor: Ms. Daisy.

(II.) Email: huijou@cycu.edu.tw

(III.) Tel.: 03-265-2182

(IV.) Office: 3rd Floor of the Dickson Lee Hall

III. For More Detailed Information:

(I.) Workforce Development Agency.

A. Website: <https://www.wda.gov.tw/en/>

B. Tel: 02-8995-6000

C. Address: 4F., No.439, Zhongping Rd., Xinzhuang Dist., New Taipei City 24219, Taiwan (R.O.C.)

D. Service hours: Monday to Friday, 8:30a.m. ~ 12:30p.m.; 1:30p.m. ~ 5:30p.m.

E. Office hours for foreigner's work permit application:

a 、 Monday to Friday, 8:30a.m ~ 5:30p.m.

b 、 Address: 10F, No. 39, Sec. 1, Zhonghua Rd., Zhongzheng Dist., Taipei City